

From: Maribeth Seisser <seisser@ahsd25.k12.il.us>
To: westgatestaff@ahsd25.k12.il.us
Date: 10/04/2006 03:05 PM
Subject: Empty your Delete Folder

Please remember to empty your "Deleted Items" folder on you webmail. We are coming to a point in the year that we might be accumulating multiple emails in that folder. It is possible to run out of your email quota and you will stop receiving email.

To empty the entire folder hold down the "ctrl" key on your keyboard and click on the trash can in front of "Deleted Items" Select "Delete all"

Maribeth